Please ensure that you log out of the tool using the "Log Off" button within the application each time.

Objective: The following hands-on scenarios are designed to provide you with an opportunity to work with HIPAA BASICS^{TM} and familiarize yourself with its functionality. Throughout the course of the scenarios you will perform the tasks associated with the Subscriber Administrator, Lead User, and Regular User roles.

Length: 1.5 hours

Introduction: Please follow the provided steps and answer the questions as you go through the scenarios. These scenarios have been developed to mirror the actual workflow that you will encounter using this tool at your facility. For this exercise you will be required to perform the functions of all three user roles, which will force you to log in and out of the tool several times. The presentation slide numbers have been provided for your reference.

Please type in the following URL to access the tool:
https://hipaacompliance.tricare.osd.mil

A. Creating Users (Subscriber Administrator)

1. Your Service Representative has just designated you as the Subscriber Administrator for a new MTF. You have received an email from the HIPAA Support Center with your login information for HIPAA BASICS^{TM}. Login as a Subscriber Administrator. (***Slides 45 – 48***)

> **Subscription:**
> **User ID:**
> **Password:**

2. You have been instructed by your Privacy/Security Officer to manage the HIPAA BASICS^{TM} tool for your MTF. You are responsible for creating two users within your subscription (1 Lead User and 1 Regular User). (***Slides 49 – 52***)

   a. Create a Lead User account for yourself and then create one Regular User account using fictitious data. (Write down users login information, as you will need it for later steps).

User Type	Subscription	User ID	Password
Lead User			
Regular User			

Please ensure that you log out of the tool using the "Log Off" button within the application each time.

3. Logout of HIPAA BASICS^{TM.}

What is the proper log out procedure for HIPAA BASICS^{TM}?

B. Creating a Baseline Gap Analysis (Lead User)

You have been instructed by your Privacy/Security Officer to conduct a compliance assessment of Privacy/Security.

1. Login to HIPAA BASICS^{TM} with the Lead User information you created for yourself. *(Slides 57 – 59)*

   a. Change your password.

   b. Record you user ID and new password.

User ID	
New Password	

2. Create a Gap Analysis. *(Slides 64 – 66)*

   a. Assign the Gap Analysis to a HIPAA Rule (Privacy/Security)

   b. Record the Gap ID below.

Gap ID	

3. Now that you have created a Gap Analysis, add members to your compliance assessment team. *(Slides 67 – 71)*

   a. Add the regular user that you created to your compliance assessment.

If the person you want to add does not appear on your list, what do you do?

Please ensure that you log out of the tool using the "Log Off" button within the application each time.

4. Assign the first 10 requirement questions to the Regular User that you just added as part of your Gap Analysis team. *(Slides 72 – 74)*

What happens to the rest of the requirement questions that you do not assign to members of your team?

5. Answer three requirement questions that are assigned to you. *(Slides 75 - 84)*

List the three requirement questions you answered.

   a. Enter a task/requirement note as appropriate.

What is the purpose of the task/requirement note?

6. Generate Project Plan for the Gap Analysis that you created (use Excel format). *(Slides 123 - 129)*

   a. Minimize the Excel file, as you will need it in later steps.

   ▪ *Note: The next step in this process is to copy the Gap Analysis, creating your baseline. In a real life situation you would communicate with your Subscriber Administrator to copy a Gap Analysis. For the sake of this training, you will copy the Gap Analysis as a Subscriber Administrator.*

7. Logoff.

C. Copying Gap Analysis (Subscriber Administrator)

1. Login as the Subscriber Administrator. *(Slides 45 – 48)*

2. Copy Gap Analysis as communicated by the Lead User. *(Slides 154 - 159)*

Please ensure that you log out of the tool using the "Log Off" button within the application each time.

      a. The copy will be named with "Version 2" after the Gap ID.

- *Note: In the real life scenario, you would now communicate with the Lead User letting him/her know that the copy has been created.*

3. Logoff.

D. <u>Establish Mitigation Team (Lead User)</u>

1. Login as a Lead User. *(Slides 57 – 59)*

2. Tag the copied Gap Analysis for reporting. *(Slides 85-86)*

3. Review your compliance assessment baseline (Project Plan), identifying the areas that still need to be assessed.

4. Establish your mitigation team.

      a. Your mitigation team will be comprised of yourself and the Regular User that you created. (*Note: you will not be creating more users.)*

5. Assign remaining requirement questions to the members of your mitigation team. *(Slides 72 – 74)*

      b. Assign at least 5 remaining requirement questions to the Regular User that you created.

6. Logoff.

E. <u>Answer Requirement Questions (Regular User)</u> *(Slides 75 - 84)*

1. Login as a Regular User (using the Regular User account that you created).

      a. Change your password.

      b. Record your User ID and new password.

User ID	
New Password	

2. Complete 3 requirement questions that have been assigned to you on Version 2 of the Gap Analysis.

Please ensure that you log out of the tool using the "Log Off" button within the application each time.

List the three requirement questions you answered.

        a. Enter Task/Requirement note as appropriate.

What does it mean if you cannot see the Update button?

3. Logoff.

F. <u>Generate Outputs (Lead User</u>)

    1. Login as a Lead User. *(Slides 57 – 59)*

    2. View the progress of the Regular User that you created. *(Slides 97 – 99)*

    3. Generate a High Level Summary Report for the Gap Analysis you have tagged. *(Slides 114 – 118)*

Based on your High Level Summary Report, what is your percentage of compliance?

    4. Generate a Detailed Requirement Report for the Gap Analysis you have tagged. *(Slides 119 – 122)*

        a. View your progress on your Detailed Requirement Report

    5. Generate a Project Plan (Microsoft Project) to assess your level of compliance. *(Slides 123 - 129)*

Please ensure that you log out of the tool using the "Log Off" button within the application each time.

G. <u>Reassigning User Assignments</u>

    1. The Regular User that you assigned to work on your Gap Analysis is leaving your MTF. A new staff member will be taking over the user's assignments.

Identify the steps for reassigning the user assignments:
1.
2.
3.
4.
5.

    2. Follow your steps in carrying out this reassignment.

H. <u>Accessing Policies and Forms</u> **(Slides 130 – 132)**

    1. You are having trouble understanding when routine health information becomes protected health information (PHI) or workstation use and security.

        a. As a Lead User, access the Policies and Forms module to obtain a generalized example of the policy that supports the requirement that you are having difficulty with.

What is the name of the policy/document that you accessed?